King County

EVACUATION TEMPLATE OUTLINE

MAY 14, 2008

Contents

[This document presents the outline for the Evacuation Planning Checklists included as part of the King County Evacuation Planning Template. This annotated outline, in conjunction with the Evacuation Planning Checklists is intended to be used by template readers to prepare their jurisdiction's evacuation plan.

1   Introduction

1.1   Purpose of Plan

[This section provides a general synopsis of conditions under which an evacuation plan will be necessary.]

- Definition of "evacuation" and brief description of scope of activities

- Purpose: why need evacuation plan

- Mission statement and objectives

  – Mission statement of organization as it relates to preparing for and executing an evacuation

  – Establish metrics for performance and ongoing maintenance/updates of the plan

1.2   Scope

[This section describes the extent of coverage of the evacuation plan.]

1.2.1   Geographic scope

- Legal jurisdictions covered by Plan

- Geographically-distinct areas of note covered by Plan (e.g., floodplains)

- Geographic areas of strategic concern outside the Plan's legal jurisdiction (e.g., neighboring city to which residents may be evacuated)

1.2.2   Potential evacuation populations

- General populations and characteristics

  – Nighttime and daytime populations

  – Geographic distribution within Plan's jurisdiction

- Transportation characteristics

  – Car ownership

  – Reliance on transit

  – Commuting patterns

- Populations with special needs [defined broadly]

- Restricted mobility
- Requiring medical support during transport and sheltering
- Vision/hearing impairment
- Other (foreign languages, etc.)

- Populations in known areas of high risk

1.2.3 Parties involved in planning and conducting an evacuation

- Executive branch of government (mayor/county executive/governor)
- Emergency management and first responder agencies
- Transportation and transit providers
- Organizations and private-sector companies that may support an evacuation

1.2.4 Coordination with other plans and guidance

- Subject jurisdiction's CEMP and supporting plans
- Relationship to jurisdiction's existing plans (e.g., will the evacuation plan be an annex to the CEMP)
- Neighboring jurisdictions' plans
- County and State plans
- National guidelines (NIMS, NRF)
- National Incident Management System
- National Response Framework

1.3 Limitations of Plan

- Evacuation plan is designed to support preservation of life in response to imminent threat.
- Jurisdiction will do everything within its capabilities to support preservation of life, but there is no guarantee that the jurisdiction will be able to ensure the absolute safety of all people affected by the threat.
- Numerous circumstances can limit the response capabilities of the jurisdiction, or create situations that are beyond the capabilities of the jurisdiction.

2   Authorities

[This section establishes the authority under which the plan is being prepared.]

2.1   Introduction explaining inter-relationships among levels of government

2.2   Federal statutes / regulations

- Department of Homeland Security
- Federal Emergency Management Agency

2.3   State of Washington statutes / regulations

- Revised Code of Washington (RCW)

2.4   Local statutes / regulations

- County
- City/town

2.5   Plans and Agreements

3   Critical Assumptions

[This section lists critical assumptions key to the successful execution of an evacuation plan.]

3.1   Regulatory issues in State of Washington (Constitution and RCW) relevant to conducting an evacuation

3.2   Local parameters (e.g., unique structure for emergency management, unusual conditions or opportunities, etc.)

3.3   Local limitations (e.g., unique geography, weather-related issues, etc.)

4   Hazards

4.1   All-hazards

- Plan can function regardless of incident causing the evacuation
- Small-scale and large scale / localized and widespread

- Advanced notice and little/no-notice

- Shelter in place

- Special hazards and unique scenarios

4.2   Likely hazards of note for jurisdiction (e.g., earthquake, volcanic lahar, nuclear power plant, etc.)

5   Concept of Operations

[This section describes the operating principles under which the evacuation plan will be executed.]

5.1   Acknowledgement of the State and local response levels to disasters and events

- Proclamations

- Declarations of Authority from the Governor

5.2   Identification of relevant agencies

- Who has authority to issue an evacuation order

- Effective management of transportation system and people management (situational awareness)

- Outline of agencies and organizations involved in the evacuation effort

5.3   Incident Command Structure (ICS) / National Incident Management System (NIMS)

- Command structure (series of options when planning the response and evacuation)
    - Clear hierarchy and schematic representation of organization structure
    - Unified Command vs. Area Commands
    - County and State Incident Management Teams (IMTs)
    - Smooth transfer of authority / expanding the response for the event
- Efficient / effective use of resources
    - "Primary" facility
    - Incident Command Posts, Unified and Area Commands operational control centers supporting agencies, and Emergency Operations Centers (EOC's)
    - Links between all facilities
        - From the counties

■ From the State EOC

5.4 Inter-agency communications systems and procedures

- Notification
- Institutional interoperability
- Systems Integration
- Clear protocols
- Resiliency / redundancy

5.5 Public communications

- General education and public awareness
- Notification
- Ongoing situational awareness
- Diverse communications strategy
    - Range of methods/media
    - Special considerations (language needs, etc.)

6 Evacuation Operations

[This section describes the operational procedures used to conduct an evacuation. For each of the six phases listed below, the responsibilities and activities of each participating agency will be identified.]

6.1 Incident Analysis

6.1.1 Command and Control

- Initial identification of incident
- Initial notification of appropriate authorities/agencies
- Decision to declare an evacuation
- Selection of appropriate command structure

6.1.2 Planning

- Data collection effort (sources and methods)
- Determination of specific hazard(s) and affected areas/populations

6.1.3 Operations

- Data collection activities
  - Field-based
  - Data system-based

6.1.4 Logistics

- Identification of resources available for conducting and evacuation
  - Staff
  - Assets
  - Materials

6.1.5 Finance

- Tracking and recording of all expenses associated with response to incident

6.2 Warning

6.2.1 Command and Control

- Periodic re-evaluation of situation, appropriate command structure, and level of response

6.2.2 Planning

- Identification of agencies/organizations and populations to be notified
- Preparation of warning messages
- Selection of communications methods and media
- Determination of timing of warning

6.2.3 Operations

- Broadcast of message(s)

6.2.4 Logistics

- Identification of resources available for use
  - Communications systems
  - Media

6.2.5 Finance

- Tracking and recording of all expenses associated with response to incident

6.3 Preparation to Move

6.3.1 Command and Control
- Periodic re-evaluation of situation, appropriate command structure, and level of response

6.3.2 Planning
- Final determination of areas/populations to be evacuated
- Assessment of integrity of transportation and communications infrastructure
- Selection of rally points to be used
- Selection of destinations (safe areas) to be used

6.3.3 Operations
- Decisions about tactical approach to evacuation
  - Evacuation stages (e.g., walk to mustering location, then buses, etc.)
  - Transportation modes
  - Evacuation routes
  - Traffic management tactics
- Identification of critical intersections and other points (e.g., railroad crossings, bridges, potential bottlenecks) along evacuation routes to be monitored and/or staffed by response personnel
- Initial activation of rally points to be used
- Initial activation of destinations (incl. shelters) to be used
- Identification and activation of communications systems to be used among responders
- Selection and deployment of measures for assisting special needs populations
- Broadcast of routing and destination information to general public

6.3.4 Logistics
- Tracking of vehicles being used to support evacuation movement
- Deployment of traffic management and sheltering staff and assets

6.3.5 Finance
- Tracking and recording of all expenses associated with response to incident

6.4 Movement & En-Route Support

6.4.1 Command and Control
- Periodic re-evaluation of situation, appropriate command structure, and level of response

6.4.2 Planning
- Identification and resolution of real-time contingencies/obstacles on the routes as they arise

6.4.3 Operations
- Traffic management and monitoring in affected areas and along evacuation routes
- Establishment of dedicated inbound/outbound routes for emergency response vehicles
- Full activation and staffing of rally points
- Sweeping of area being evacuated to encourage people to leave and identify/aid those who need assistance
- Broadcast of ongoing information updates to evacuees (media, variable message signs (VMS), Highway Advisory Radio (HAR)
- Law enforcement presence in evacuated area and along evacuation routes (and at ingress/egress points) to maintain order
- Pre-transportation quarantine and decontamination activities, if needed (based on nature of incident)

6.4.4 Logistics
- Implementation of transit support (public and private) for people without personal vehicles
- Implementation of para-transit support (public and private) for vulnerable populations
- Deployment of measures for assisting vulnerable and special needs populations
- Activation of assistance locations (fuel, water, medical support) at designated points along evacuation routes

6.4.5 Finance
- Tracking and recording of all expenses associated with response to incident

6.5   Reception and Support

6.5.1   Command and Control
- Periodic re-evaluation of situation, appropriate command structure, and level of response

6.5.2   Planning
- Prediction of size of evacuation populations traveling to shelter and support locations
- Based on predicted populations, estimates of needed resources at locations

6.5.3   Operations
- Full activation of sheltering destinations (general population dormitory, pet shelters, medically fragile shelters) and special needs populations (pets, etc.)
- Selection and deployment of measures for assisting vulnerable and special needs populations
- Information updates to evacuees regarding status of overall evacuation and sheltering effort
- Evacuee identification and registration activities, to track shelter populations and assist communications among evacuees and loved ones

6.5.4   Logistics
- Resource management activities to ensure sufficient supplies, facilities, and resources at sheltering destinations
- Deployment of medical staff and supplies distributed among sheltering destinations as needed

6.5.5   Finance
- Tracking and recording of all expenses associated with response to incident

6.6   Return

6.6.1   Command and Control
- Decision to end evacuation and allow re-entry into affected area
- De-activation of command structure

6.6.2 Planning

- Criteria for decision to end evacuation and initiate "Return" phase
- Determination of timing for vacating shelters and conducting "Return" activities
- Selection of transportation options for evacuees without personal transport

6.6.3 Operations

- Notification to emergency management, transportation and support agencies that "Return" phase to be implemented
- Notification to evacuee populations regarding timing and method of transportation
- Transportation of evacuees
- Selection and deployment of measures for assisting vulnerable and special needs populations
- Law enforcement presence in evacuated area and along re-entry routes to maintain calm and order
- De-activation and return to readiness activities for sheltering facilities

6.6.4 Logistics

- Staging of assets to be used for transportation of evacuees back to affected area

6.6.5 Finance

- Tracking and recording of all expenses associated with response to incident

7 Administration

[This section covers logistical requirements for successful execution of the evacuation plan, as well as follow-up activities.]

7.1 Resource management

- Types of resources needed
- Resource inventory
- Supply chain management
  - Sources for available resources
  - Delivery methods for resources

- Identification of remaining gaps
- Method for tracking location/deployment of resources (on everyday basis and during evacuation)

7.2 Supportive agreements

- Communicate with neighboring jurisdictions (local and county) regarding resource sharing and gaps
- Identify opportunities to address gaps with other jurisdictions' resources
- Preparation of MOUs, mutual aid agreements, and other agreements

7.3 Emergency funding mechanisms

7.4 Post-evacuation reimbursement claims

- Track funds expended during evacuation
- Coordinate with County and State regarding preparation of compensation claims to be submitted

7.5 Post-evacuation after-action reports

- Assemble critical data regarding evacuation performance
  - Assemble and debrief relevant agencies and staff
  - Assess integrity of infrastructure needed/used to execute evacuation (incl. forensic investigations, as needed)
- Identify critical successes and failures
- Prepare document to identify lessons learned and agreed-upon methods to address performance gaps

8   Plan Review and Maintenance

[This section identifies who is responsible for coordinating revisions of this evacuation plan, including appendices, based on lessons learned from exercises and actual incidents.]

- Responsible agency
- Applications of identified performance metrics on ongoing basis
- Schedule for plan maintenance
  - Incorporation of lessons learned from exercises and live incidents
- Establish compatibility / integration / deconfliction with other plans

9   Training and Exercises

- Training and exercise descriptions and schedule

10   Appendices

[This list may change, depending on the specific needs of the plan being prepared.]

- List of acronyms used in the Plan
- Glossary of terms used in the Plan
- Maps
    - Legal jurisdictions
    - Geographic areas of relevance/interest (e.g., floodplains)
    - Emergency routes
    - Rally points (for evacuees)
    - Destinations (including shelters)
- Activation procedures
- Call sheets
- List of resource requirements
- Resource inventory
- Linkages with other plans